



# City of Cambridge

## Purchasing Department

Cynthia H. Griffin  
*Purchasing Agent*

**To: All Bidders**

**From: City of Cambridge**

**Date: September 5, 2012**

**Re: File No. 5898 – Consultant Services for Architectural Design Services for the Cambridge Façade Improvement Program**

---

Please reference the attached revised Page 8. It has come to our attention that under Section IV: Bid Submission Requirements; a bullet point under Bid Submission Requirement 3. was left out; this bullet point is highlighted and attached. Please update your bid submission accordingly.

All other details remain the same.

  
CYNTHIA H. GRIFFIN  
PURCHASING AGENT

**ADDENDUM NO. 1**



#### **Section IV Bid Submission Requirements**

1. The bidder shall provide excellent references from three or more clients with at least one governmental entity who can provide information about relevant previous projects, including contact information (names, addresses and telephone numbers). In addition, the City of Cambridge reserves the right to use itself as a reference. Such references will be used to determine the contractor's responsibility.
2. Resumes for personnel to be involved in the proposed project. Also provide a table listing all such personnel, their job titles, a brief description of their role in the project, and the percentage of their time that will be dedicated to the project. Include employees of subcontractors in the table, designating them as such and stating the name of their employer.
3. Proposers should submit information for **five** examples of previous façade improvement projects in commercial districts, involving a similar or related scope of work that shows well designed storefronts and signage. The examples will be used to evaluate the Proposer's performance. Each of the following areas must be illustrated in at least one of the five examples provided.
  - exterior signage and lighting design;
  - storefront design and construction;
  - exterior rehabilitation and historic preservation;
  - access for the disabled;
  - sustainable design;
  - construction cost estimating;
  - working with small retail business and property owners in commercial districts; and
  - **temporary streetscape improvements for outdoor retail or dining spaces in commercial districts**

Submittals should be legible but no larger than 11" X 17" format. **Illustrative and written materials showing the Team's success in addressing similar issues with relevant projects should be presented in the format provided to the respective client.** (Example: Materials submitted by proposers that show projects with clients of the Cambridge Façade/Signage & Lighting Improvement program should be presented on paper with the Consultant's titleblock and the City of Cambridge information block along with the written description of work when applicable. Illustrative materials are not required to be shown at scale so that larger presentation materials can be reduced to fit the maximum format size of 11" X 17". The City reserves the right to reject the bid if the City deems the samples, reports or related work submitted to be unsatisfactory.